

## Allocation of places with ILIAS-"Sessions"

ILIAS offers you the possibility to manage attendance events via the object "Sessions". In this guide in the context of hybrid teaching formats the focus is on the options for allocating space.

This way you can allocate the available seats to students before an event date in order to avoid that more students arrive at the location than the room capacity allows.

The distribution can be done either according to the "first come, first served" principle, in which students can register for a date until the preset maximum number of participants has been reached (recommended for large numbers of participants), or via participation requests, which must then be confirmed by the course administrator, which can influence the actual allocation of places (more suitable for smaller numbers of participants).

### Overview

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Important notes are marked yellow.

Additional information is marked in blue.

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## Create and manage attendance events (sessions): Basics

Select the object "Session" in ILIAS via "Add New Item".

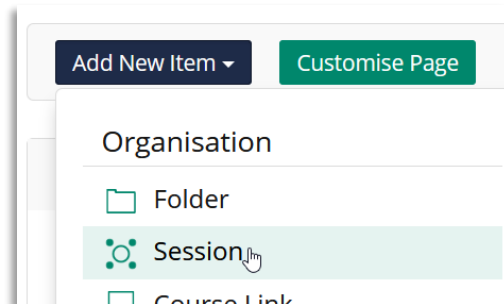


Figure 1 Add New Session(s)

In the following window you can enter the key data of the class (title, description, location, date). When specifying an appointment, you can also use different variants of "repetition" to directly create a series of appointments.

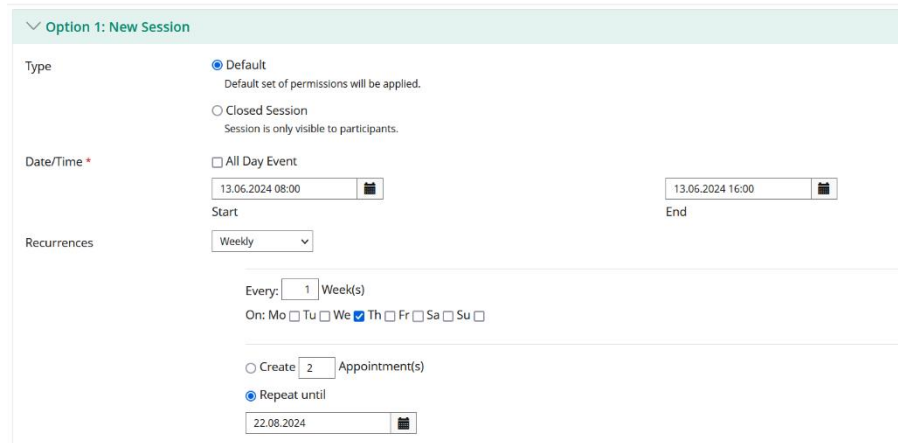
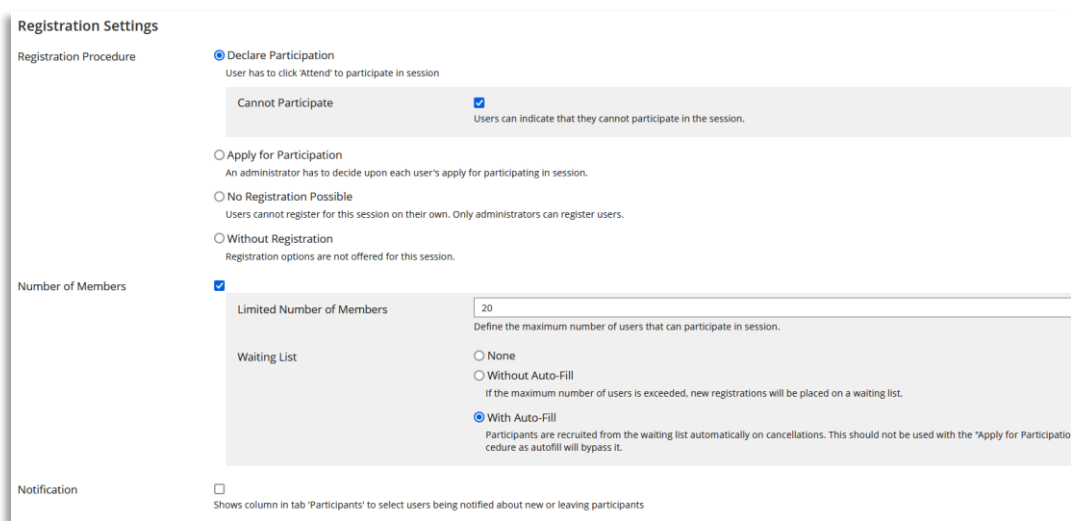


Figure 2 Basic Informations

If you want students to be able to register for events themselves, select the "Standard" option under "Type". This is the only way to ensure that students can see all sessions. If you plan to assign the students themselves to individual sessions, you can also select the option "Closed session". In this case, the session is only visible to participants who have been actively assigned to the session by you.

In the next step, you define a registration procedure for the allocation of limited presence places. Select "Direct registration" if you want to proceed according to the "first come, first served" principle. Select "Request participation" if you want to influence the allocation of the attendance places by confirming the participation requests.

Select "Limited number of participants" to specify the number of places to be allocated. If required, a waiting list can also be activated with or without an automatic move-up function.




The screenshot shows the 'Registration Settings' form. It is divided into three main sections: 'Registration Procedure', 'Number of Members', and 'Notification'.  
 - In the 'Registration Procedure' section, the 'Declare Participation' option is selected. Below it, the 'Cannot Participate' checkbox is checked, indicating that users can indicate they cannot participate.  
 - In the 'Number of Members' section, the 'Limited Number of Members' checkbox is checked, with the value '20' entered in the adjacent field. Below this, the 'Waiting List' section has the 'With Auto-Fill' option selected, indicating that participants are recruited from the waiting list automatically on cancellations.  
 - In the 'Notification' section, the checkbox is unchecked, indicating that the column in the 'Participants' tab to select users being notified is not active.

Figure 3 Registration Settings

## Manage participants of classroom events

Once you have logged in, you as course administrator can use the session object (via the "Participants" tab in the respective session) for the following purposes, such as:

- view the registration status or confirm the participation request.
- send an e-mail to all or selected session participants.
- print a list of participants for the selected session.

 Today, 08:00 - 16:00: Lecture on Applied Science Actions

[Back to Course Content](#) [Info](#) [Settings](#) [Materials](#) **[Participants](#)** [Learning Progress](#) [Metadata](#) [Export](#) [Permissions](#)

[Edit Participants](#) [Sessions](#) [Session Gallery](#)

[Generate List](#) [Mail to Members](#)

**Session Participants**  
(1 - 2 of 2) Show Filter Columns Rows

Send Mail Execute choices Save

<input type="checkbox"/>	Name	Login	Roles	Registered ↓	Attended	Excused	Contact	Mark	Remark
<input type="checkbox"/>	[Redacted]	[Redacted]	Course Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	[Redacted]	[Redacted]	Course Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

☐ Select All

Figure 4 List of participants


You can then use the digital registration overview or the printed list during the classroom session to check whether the students present match the students registered for the session.


## Session view/registration process from the students' perspective


Students can see in the overview of the sessions how many seats can still be booked at the moment. If there are still free seats available, they can book a seat by clicking on "Register".

**Sessions**

[Show all previous sessions](#)

>  21. May 2024, 08:00 - 10:00: Lecture on...

∨  Today, 08:00 - 16:00: Lecture on Applied Science  
Free places: 20

>  19. Jun 2024, 08:00 - 16:00: Lecture on Applied Science  
Free places: 20

[Show all upcoming sessions](#)

Figure 5 Session view

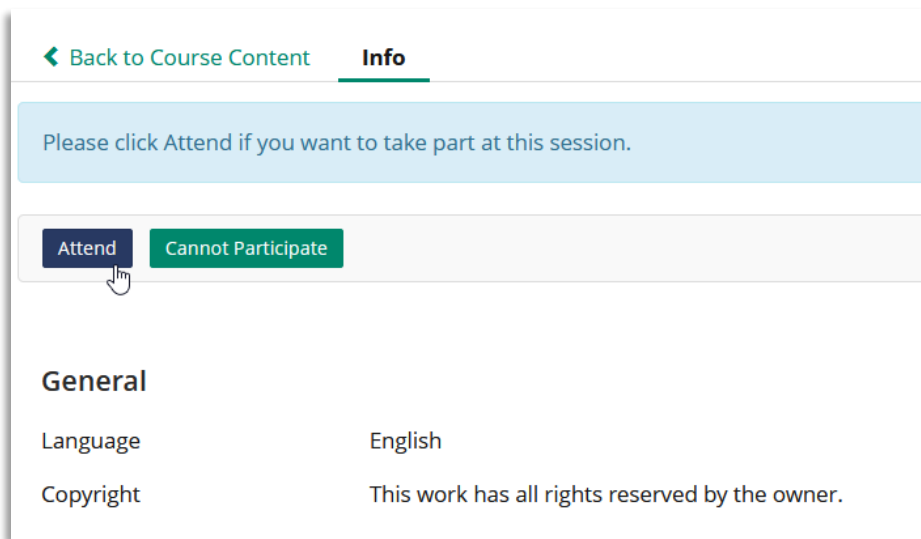


Figure 6 Joining a Session

If all places are already taken, students can be placed on a waiting list, if this option is activated. If you have activated the automatic move-up option, the places can be given to people on the waiting list even in the case of short-term cancellations.

## Tips and additional information

- If you would like to prevent individual students from reserving seats in all sessions at the beginning of a session when space is limited and thereby depriving others of the opportunity to participate in a session on site, you can use the pull-down menu for the individual session to restrict its "availability" so that the session appears in the students' view only one week before the actual date and can therefore only be booked at that time. Thus all students have a chance on one of the attendance places each week once again.
- For sessions, a separate section is created in the "Contents" tab by default. If you want to avoid this, you can change the setting "View" to "Simple List" in the "Settings" tab of the course so that sessions appear under a heading "Content" just like any other content element. Please note, however, that sessions always have a date and are automatically sorted according to it in the "Session View". When you switch to the "Simple List" view, you may need to re-sort "manually" to create the desired order of view.
- In addition to allocating space, you can also use sessions to manage/assign materials.

## Info & Contact

**Last update:** 2024-06-17

### Licence note



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### Imprint

**Publisher:** Karlsruhe Institute of Technology (KIT), Kaiserstraße 12, 76131 Karlsruhe

**Contact:** Adenauer Ring 12 (InformatiKom) 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-Mail: [zml-info@sdn.kit.edu](mailto:zml-info@sdn.kit.edu)